

17.12.00.00 - FORMS AND EXHIBITS

17.12.00.01 **Use of the Department's R/W Forms/Exhibits**

As noted above, the Department *“has overall responsibility for the acquisition, management, and disposal of real property on Federal Aid projects.”* [23 CFR 710.201(b).] The Department is also required to *“fully inform political subdivisions (LPAs) of their responsibilities in connection with federally assisted highway projects.”* [23 CFR 201(h).] This information is set forth in the Caltrans *R/W Manual*. The different chapters in this Manual establish procedures for all phases of right of way, including in particular, appraisal, acquisition, relocation assistance, property management, plus the other right of way functions and activities. This Manual is intended to assist both Department R/W Agents and LPA staff to comply with both federal and state laws, regulations, directives, and standards. Local agencies which use federal funds for their transportation projects do so with the understanding that they must conduct all right of way activities in accordance with the Caltrans R/W Manual.

This section contains all of the Exhibits referred to in this Local Programs Chapter. Our experience has shown us that one of the best practical means of assisting LPAs while performing the right of way portions of their projects is to provide standard forms and exhibits to accomplish most of the necessary functions/activities. In previous editions of this chapter, generic forms/exhibits for other chapters were included, ready for adaptation and use by LPAs. Providing these samples in this chapter is no longer practical because these forms have proliferated so extensively.

Therefore, users of this chapter seeking a particular form are hereby referred to the Forms and Exhibits Tables of Contents of Chapters 4 (“Estimating”), 7 (“Appraisals”), 8 (“Acquisition”), 9 (“Condemnation”), 10 (“Relocation Assistance”), and 11 (“Property Management”) of this Manual. At the same time, users are encouraged to familiarize themselves with the contents of those chapters.

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